

**Job Title:** TOWN CODE COMPLIANCE OFFICER  
**Department:** Administration Department  
**Position Type:** Part-Time  
**Hours:** 20 per week

The Town of Cheverly is seeking candidates for a Part-time Code Enforcement Officer position. The vision of the Code Enforcement position is to promote and maintain a safe and desirable living and working environment. Cheverly will strive to maintain and improve the quality of our community by administering fair and impartial enforcement of the local ordinances to correct violations and reduce hazards that affect the quality of life of our residents and guest. The ideal candidate will work in partnership with the community, and educate our residents and business owners through meetings, public announcements, and handouts to seek voluntary compliance.

This position has a competitive salary. Applicants should send a cover letter, resume and references to [dgalloway@cheverly-md.gov](mailto:dgalloway@cheverly-md.gov) or to The Town of Cheverly at 6401 Forest Road, Cheverly, MD 20785. ATTN: Dylan Galloway.

Essential Job Functions:

- Respond to calls and investigate complaints of code and ordinance violations within Cheverly
- Identify code violations and issue notices of violation and citations for said violation(s)
- Provide information and assistance to community members, commercial interests, and businesses regarding code enforcement issues
- Patrol the town to remove illegally placed signs, identify and address code violations
- Electronically enter and retrieve information in order to perform research, update records, process case documentation, and/or respond to actions and requests
- Complete case documentation and incident reports, compile supporting documentation to explain facts and circumstances surrounding the violation(s) in a case management system
- Testify in court or other legal proceedings to ensure that complete and correct information is related to all participants; provides depositions to the court
- Inspect properties to determine compliance with various codes to include but not limited to:
  - Inspect properties to ensure compliance regarding high grass, weeds, accumulations of trash, vermin infestations, posting and removal of inoperable or unregistered vehicles
  - Inspects for hazardous conditions or nuisances such as abandoned vehicles, discarded piles of building materials etc.
  - Perform inspections and re-inspections of residential and commercial rental properties to verify safety requirements

- Monitor home construction/renovations, fences installations/repairs and related activities for building permit compliance
- Investigate construction being performed without required permits and issue a “Stop Work” order on the property, until required Prince George’s County and Town of Cheverly building permits are obtained
- Investigate animal nuisances, educate the owners about animal ordinances, issues fines if needed
- Enforce parking regulations by issuing tickets
- Perform other related duties as assigned

Minimum Qualifications: High School diploma or GED; supplemented by one-year previous experience in Code Enforcement or similar enforcement function; or an equivalent combination of education, training and/or experience; valid driver's license.

Must provide a certified driving history transcript from MVA/DMV

Status: Non-Exempt

Physical Requirements: While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 25 pounds; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating surfaces; move about on hands and knees or hands and feet

While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, excessive noise, temperature extremes, vehicular traffic, dampness/humidity, confrontational persons, animals, and various forms of wildlife.